



## JOB DESCRIPTION

Position Title: **Specialist**

Working Area: **Animal Control**

Class Code: 5304

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

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### **Major Function**

Performs administrative and secretarial work in support of an administrative office.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Acts as a work leader for other secretarial and clerical personnel as required. Route tele phone calls, answers routine inquires, and responds to complaints from the general public by providing assistance in resolving problems encountered by the public.

Takes and transcribes dictation of correspondence, reports, and other materials as required. Processes all materials necessary for meetings and takes and transcribes minutes at meetings as required. Coordinates, records, and advises office staff members of engagements and meetings as required. Serves as the clerk for the Animal Control Board.

Supervises the flow of communications for the assigned office. Composes and types correspondence, and other materials as required. May supervise staff assigned to an administrative office.

Maintains files, office records, and official records. Prepares various routine and special reports, summaries, and tabulations. Conducts research as necessary to complete special projects and work assignments.

May prepare weekly payroll and maintain leave/attendance records for department. May track departmental account balances and purchase requisitions/orders as required. Prepares and makes bank deposits and justifies revenue receipts against fee received.

Operates standard office equipment such as personal computer, dictaphone, copy machine, calculator, and typewriter as necessary for satisfactory completion of duties.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of modern office practices and procedures, including record keeping methods. Knowledge of personal computers and appropriate software used in an office environment.



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Page 2

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Ability to maintain confidential information. Ability to compose effective and accurate correspondence. Ability to assume responsibility and execute supervisor's instructions. Ability to organize office work and provide technical guidance and training to subordinates. Ability to maintain office records and filing systems. Ability to meet and deal effectively with personnel from other agencies and the general public. Ability to communicate effectively both orally and in writing.

Skilled in the use and care of standard office machines and equipment.

High School Diploma or GED and three (3) year's progressively responsible secretarial experience, including experience with personal computers and high level secretarial experience with extensive public contact and/or administrative responsibilities; or an equivalent combination of related training and experience.

Ability to type 35 correct words per minute.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most job duties sitting at a desk or table. An incumbent in this classification performs job tasks that require repetitive hand motion.